

Schedule 98-5

CLERK OF THE LEGISLATURE

December 15, 2005

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

SCHEDULE

98-5

AGENCY, BOARD OR COMMISSION

Legislative Council

DIVISION, BUREAU OR OTHER UNIT

Clerk of the Legislature

Supersedes Edition of January 30, 1990

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

TITLE

DATE

Pat G. O'Donell
CLERK of the LEGISLATURE

12-14-05

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

DATE

Andrew I. Falgout

STATE ARCHIVIST

Dec. 15, 2005

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

DATE

John D. Gale
STATE RECORDS ADMINISTRATOR

Dec 15, 2005

RMA 01005D

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 98 – 5 – CLERK OF THE LEGISLATURE

98-5-1 LEGISLATIVE RECORDS

98-5-1-1 FISCAL NOTES

Each fiscal note is an estimate of each introduced bill's impact on state or local revenues and expenditures. File includes original fiscal note and subsequent amendments.

ORIGINAL RECORD: Microfilm and destroy after the end of the 60 day session.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

98-5-1-2 HEARING SCHEDULE

Weekly schedule of public hearings scheduled during the legislative session.

Dispose of after 5 years.

98-5-1-3 INTERIM HEARING SCHEDULES

Weekly schedule of Interim Legislative Hearings.

Dispose of after 5 years.

98-5-1-4 INTERIM STUDY PLANS

Plans developed by legislative committee to prioritize work on interim study resolutions.

Dispose of after 5 years

98-5-1-5 LEGISLATIVE BILL BOOKS

Bound books containing all bills as introduced with adopted amendments, committee statements and/or fiscal notes attached. Additional books contain all final reading bills.

Dispose of after 50 years.

98-5-1-6 LEGISLATIVE BILL FILES

Copies of committee reports, committee statements, adopted amendments, and fiscal notes.

Dispose of after the end of the 60 day session.

98-5-1-7 LEGISLATIVE COMMITTEE RECORDS

Transcripts, executive session notes, exhibits, and any other committee record pertaining to a legislative bill or resolution. Also includes a copy of the bill or resolution as introduced.

ORIGINAL RECORD: Microfilm and destroy after 1 year.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

98-5-1-8 LEGISLATIVE FLOOR DEBATE RECORDS

Verbatim discussion from the floor of the legislature.

ORIGINAL RECORD: Microfilm and destroy after 2 years.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

98-5-1-9 LEGISLATIVE JOURNAL BACKUP MATERIALS

Backup material for publishing the *Legislative Journal*. Includes all votes taken, all amendments offered to bills, all motions, messages from the Governor, and any other resolution, petition, memorial, or paper presented to the legislature for consideration.

ORIGINAL RECORD: Microfilm and destroy after 2 years.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

98-5-1-10 ONE – LINER LIST, SUMMARY OF INTRODUCED BILLS

A list of bills and resolutions together with a brief, one-line description.

Dispose of after 5 years.

98-5-1-11 PRINTED BILLS AND RESOLUTIONS

A copy of any bill or resolution introduced during a legislative session that would not be captured in any other file. This might include bills or resolutions introduced that did not have a public hearing or bills and resolutions that fail on Final Reading or are vetoed by the Governor.

ORIGINAL RECORD: Microfilm and destroy after 2 years.

SECURITY MICROFILM: Transfer to the State Archivist; retain permanently.

MICROFILM WORK COPY: Retain permanently.

98-5-1-12 PRIORITY BILL LISTS

A list of bills and resolutions that have been chosen to have priority status and are generally considered ahead of other bills in debate.

Dispose of after 5 years.

98-5-1-13 STATE AGENCY REPORTS

Biennial reports issued by state agencies covering the agency's activity during the past biennium as required by Nebr. Rev. Stat. §50-114.04, 1943.

Dispose of after 3 years.

98-5-1-14 STATE HIGHWAY MAPS (OBSOLETE)

Maps showing all roads, highways and connecting links constituted as part of the state highway system received from the Department of Roads according to Nebr. Rev. Stat. §39-1311, 1943.

Dispose of when superseded.

98-5-1-15 SUMMARY SHEET

A daily list of all legislative activity that has taken place in one legislative day.

Dispose of after 5 years.

98-5-1-16 LEGISLATIVE WORKSHEET – BILL STATUS

A list indicating the status of all bills and resolutions at the end of each legislative day.

Dispose of after 5 years.

98-5-2 LOBBYIST REGISTRATION RECORDS

98-5-2-1 LOBBYIST FILES

File kept on each registered lobbyist or principal. File normally includes Lobbyist Registration Form, Lobbyist Quarterly Reporting Form, Principal Quarterly Reporting Form, and Statement of Activity.

ORIGINAL RECORD: Microfilm and destroy in odd numbered years.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

98-5-2-2 LOBBYIST REGISTRATION REPORTS

Bound books including reports of lobbyists, principals and addresses. Yearly reports of receipts and expenditures by lobbyists and principals. Statements of activity listing position taken by lobbyist by legislative bill number.

ORIGINAL RECORD: Microfilm and destroy in odd numbered years.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

98-5-3 TRANSCRIBERS

98-5-3-1 INTERIM TRANSCRIPTS

Transcription of all legislative hearings or meetings that are transcribed during the months the legislature is not in session.

Dispose of after 5 years.

98-5-4 BILL ROOM

98-5-4-1 LEGISLATIVE PRINTED DOCUMENTS

8 copies of every bill, resolution, amendment, journal, and slip law printed for each session of the legislature.

Dispose of after 10 years.

98-5-5 INFORMATION OFFICE

98-5-5-1 AUDIO VISUAL PRESENTATIONS

Slide shows and video tapes about the legislature.

Dispose of after superseded or obsolete, subject to review by the State Archivist before disposal for possible accession.

98-5-5-2 GIS MAPS

Maps generated as part of the redistricting process.

Retain permanently.

98-5-5-3 GIS MAPS

Maps generated for general purpose use.

Dispose of after 4 years.

98-5-5-4 NEWSPAPER CLIPPING FILE

Reference file of newspaper clippings pertaining to legislative issues.

Dispose of after 2 years.

98-5-6 ADMINISTRATIVE RECORDS

98-5-6-1 HEARING ROOM REQUESTS

File contains requests for use of legislative space and a calendar showing approved use.

Dispose of after 2 years.

98-5-6-2 IDENTIFICATION BADGES

Documentation of issuance of identification badges for legislative employees.

Dispose of 1 year after termination of employment.

98-5-6-3 REQUESTS FOR ACCOMODATIONS

File contains requests for interpreters and for documents in an alternate format, pursuant to the Americans with Disabilities Act.

Dispose of after 2 years.

DELETED RECORDS

98-5-1-8 LEGISLATIVE VOTING RECORD

ADDENDUM

LEGISLATIVE DOCUMENTS

These documents include, but are not limited to, electronic version of statutes, appendix, constitution, Uniform Commercial Code, legislative bills, amendments, fiscal notes, statements of intent, and other documents related to bill creation and reports generated by the Clerk of the Legislature's Office.

Full backups of legislative documents are performed on weekends to disk. Differential backups are performed on Monday, Tuesday, Wednesday, and Thursday of the week to disk. Tape backup is performed as stated in a later section.

At this time all transcripts are created on the mainframe and stored in DCF tagged files. Backup tapes are available back to 1984, although some that were tested are of questionable value. With VM approaching, we are investigating methods to retrieve the data from tapes for later conversion to a format more suitable for long term storage based on newer archival formats and standards.

USER DOCUMENTS

Full backups are performed for user documents and file shares for legislative districts, committees, and divisions on the weekend. Differential backups are performed to disk on Monday, Tuesday, Wednesday, and Thursday of the week. Tape backup of these folders occurs as stated in the tape backup section.

DATABASES

Full backups of Microsoft SQL server data are made to disk on both Saturday and Sunday. Backups are also performed to disk each day starting at 7:00 am and in the evening starting at 7:45 pm and stored in a separate folder. During the day backups to disk are also performed at 45 minutes past the hour, and these as well are stored in their own folder.

E-MAIL

The Legislature does not provide a permanent backup for email. Email is backed up on a daily basis to disk for the purpose of recovery in a catastrophic situation.

TAPE BACKUP

All backups are sent to a server (stated as disk above) housed in the 501 Building. Tape backup is made by IMS of the backup files. Tape backup of the most recent full backup is initiated on Sunday at 8:00 pm. Tape backup is full and differential is performed on Tuesday, Wednesday, Thursday, and Friday morning at 2:00 am. Current backups to tape are recoverable for a 3 week period. The Legislative Technology Center will be reviewing alternate tape backup procedures to keep data for a longer term basis.

CONCLUSION

Although microfilm is the official copy, the Legislative Technology Center has retained several sessions' worth of data and is reviewing methods for online retrieval and long term electronic storage.

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet